



Volunteer Management Internship

Assisting the Park Volunteer Coordinator

Learning through experience...

- Respond to inquiries for volunteering, and interview potential volunteers.
- Provide orientation to new volunteers.
- Work with staff to develop group volunteer projects
- May perform administrative tasks as assigned, such as updating or developing volunteer position descriptions.
- May develop a volunteer newsletter.
- May supervise individual or group volunteer projects.

To Qualify:

- ~ *Students & recent graduates are eligible.*
- ~ *Standard computer skills are needed.*
- ~ *Good oral and written communication skills.*

Work Conditions:

- ~ *Work at Headquarters in Thousand Oaks and other areas as needed.*
- ~ *Physical activities: sitting, walking, hiking, standing, lifting.*
- ~ *Possible weekend or weekday work schedule.*
- ~ *Valid driver's license is required.*

How to Apply:

Send letter of application, resume, three references and unofficial transcript by e-mail to sheila_braden@nps.gov or regular mail to:

Sheila Braden, National Park Service
401 West Hillcrest Drive
Thousand Oaks, CA 91360
805-370-2394
www.nps.gov/samo/interns



We offer:

Flexible start dates

*Flexible start times
(16-40 hours per week.)*

*Transportation
reimbursement
(\$10 per day)*

Housing may be available